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**From:** Bailey, Rhonda [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=22C1C162F8864E73AE28ED6773755E62-BAILEY, RHONDA]  
**Sent:** 4/22/2020 6:34:17 PM  
**To:** Langley, Charmita [Langley.Charmita@epa.gov]  
**Subject:** Desk Audit

**Importance:** High

Charmita,

You have expressed concern regarding the classification (grade) of your position on several occasions. It is very apparent that you see your position at one grade level and I at another. I thought about how we could garner resolution. A third party could, indeed, assist us with resolution. As such, I will give you 30 days, from the date of this email message, to consider whether you would want a desk audit. If you choose to do so, you would need to initiate a request with the Shared Service Center. Please be mindful that the audit could go either way. Your position could be downgraded, remain at same grade or upgraded based on the classification audit. I am willing to live with whatever the classification of the position amounts to. After 30 days, from today, please advise if you have an audit scheduled or whether you choose not to do so. Let's agree to respect the results of the audit should you choose to have one. If you choose not to request an audit likewise we will consider this matter closed and a moot point.

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